

**ADMINISTRATIVE  
RULE**

The completion and permanent retention of identifying and non-identifying information in the agency's record for each adoptive child is required by MCL 710.27. In addition, administrative rules for child placing agencies require certain documents be retained in the closed record. [R400.12713]

**Adopted Child's  
Case Record**

The adopted child's case record must include all of the following information:

- Name of child before placement in adoption.
- Date, time, and place of birth of the child including the hospital, city, county, and state.
- The child's racial, ethnic, and religious background and a general description of the child's parents, including the age of the child's parents at the time of termination of parental rights, and the length of time the parents had been married at the time of placement.
- Name of each biological parent at the time parental rights were terminated.
- Health and genetic history of the child.
- Health and genetic history of the child's biological parents and other members of the child's family.
- Most recent name and address of each biological parent.
- Names of the biological siblings at the time parental rights were terminated.
- The age and sex of siblings of the child.
- The child's enrollment and performance in school, results of educational testing, and any special educational needs.
- The educational, occupational, professional, athletic, or artistic achievement of the child's family.

- Hobbies, special interests, and school activities of the child's family.
- The child's past and existing relationship with any relative, foster parent, or other individual or facility with whom the child has lived or visited on a regular basis.
- The circumstances of any judicial order terminating the parental rights of a parent for abuse, neglect, abandonment, or other mistreatment of the child.
- Length of time between the termination of parental rights and adoptive placement and whether the termination was voluntary or court-ordered.
- A copy of the non-identifying information concerning the child and the former birth (or adoptive) family and written verification that it was given to the adoptive family; see ADM 1010, Adoptive Family Case Record.
- Written verification, signed by the adoption worker and the adoptive parent(s), that a conference was held and information was provided to the adoptive parent(s) as listed in ADM 0670.
- All legal documents required for adoption.
- Child's attitude toward the adoption.
- Summary of preparation and placement.
- BCAL-3130, Initial Foster Home/Adoption Evaluation, any previous adoption assessments and all addenda.
- DHS-3153-A, Adoption Application.

**Note:** For information on release of information from a closed adoption record; see ADM 1040 and SRM 131, Confidentiality.